

*Work
HARD
Dream
BIG!*

Make a Difference

Altha Student/ Parent Handbook

2020-2021

Introduction

It is with great pleasure that I welcome you to read the student handbook for Altha Public School. This handbook serves as a guide to help you and your child understand the policies regarding academic requirements, rules, student privileges, and student responsibilities. Please keep this handbook along with the Calhoun County District Code of Conduct for future reference throughout the school year.

We welcome you to visit our campus or to contact us concerning any questions you may have. Our goal is to have a successful partnership with parents to ensure the best educational experience possible for ALL students. We look forward to working with you throughout the 2020-2021 school year!

Sincerely,
Sue Price, Principal

Calhoun County School Board:

Superintendent
Darryl Taylor

Assistant Superintendent
Debbie Williams

District 1
Danny Ryals, Chairperson

District 2
Ray Howell

District 3
Clifford Newsome

District 4
Kenneth Speights

District 5
Danny Hassig

School Mission/Vision Statement

Altha Public School strives to provide every student the opportunity to excel academically, emotionally, and socially in a safe, positive environment.

Beliefs

Altha Public School believes each student should be recognized as a unique individual who should be allowed to perform at full potential academically, emotionally, and socially regardless of race, gender, ethnic or social background, religious beliefs, or ability.

Altha Public School believes that a caring relationship between teachers and students is vital to ensure the success of every child.

Altha Public School recognizes that a K-12 grade school has greatly varied age differences and needs, which provide unique opportunities and challenges. Therefore, Altha Public School believes it is crucial for teachers, parents, and community members to collaboratively provide students with experiences that will enable them to become productive citizens.

School Colors: Purple and Gold

Mascot: Wildcats

Alma Mater: Altha High our Alma Mater, we are all for you.
With your colors and your guidance prove that you are true.
Democracy begins with you throughout the years to be.
Your teachings always stand the test,
To thee we pledge loyalty.

Attendance Policy and Truancy Procedures: Grades K-12

Each parent of a child within the compulsory attendance age shall be responsible for such child's school attendance as required by F.S. 1003.24. Florida Statute 1003.26 requires the parent of a student to justify each absence of the student. The justification will be evaluated based on adopted district school board policies that define excused and unexcused absences.

Excused absences may only be used for the following legitimate, documented reasons:

- Illness and/or medical care
- Death in the Family
- Legal Reasons
- Religious Holidays or instruction
- Financial or other insurmountable circumstances as determined by the prior approval of the principal
- Head lice, a maximum of two days for each occurrence
- Planned absence approved in advance by the principal/designee

Examples of unexcused absences may include:

- Missing the school bus
- Oversleeping
- Shopping and/or pleasure trips
- Excessive illness (without physician verification that medical condition justifies a pattern)
- Failure to communicate the reason for the absence with the school

It is the responsibility of the parent(s) or guardian(s) to provide a written statement indicating the reason for **ALL** absences within **three (3) days** of the student's return to school.

A parent note will be accepted for **any three (3) absences** during the grading period. Any other absences will only be excused with a note from a doctor, dentist, school health nurse/aid, funeral program of an immediate family member, or documentation for a legal reason. Final determination of whether an absence or early dismissal is excused or unexcused is the responsibility of the local school principal/designee. Any planned absences, other than medical appointments, must be approved in advance by the principal/designee.

When a student has **three (3) or more unexcused absences** in a class during a nine (9) week grading period, the student will receive a grade of no more than 59 (F).

When a student receives a 59 (F) as a result of unexcused absences, a meeting will be scheduled with the student and/or their parents to discuss the attendance issues. An attendance contract will be offered to allow the student to replace the 59 grade(s). If the student completes the terms of the contract, the 59 grade(s) will be forgiven and replaced with the appropriate grade earned for that grading period at the end of the school year.

Make-Up Work

- Student must contact their teacher upon returning to school for make-up and assignments
- Make-up work must be turned in within 5 school days from the absence
- When given advance notice of a test or assignment, it must be turned in on the day the student returns to school after the absence
- Missing work due to an absence will be given a grade of “1” until the work is made up. When the make-up period has expired and the work is incomplete, the grade will be changed to “0.”
- If the teacher is absent when a student returns to school from an absence, the time to make up work may be extended
- Extension of the amount of time to make-up work can be approved by the principal

For students in grades 6-12, when attending a school sponsored club event or field trip, they must be present the day before the trip and day after the trip for the school sponsored trip to be an excused absence. The principal may excuse the absence for a legitimate, documented reason.

Recurring Illness

When a student has a recurring or chronic illness, parents will be required to have their medical doctor certify the extent of the illness each nine weeks. F.S. 1003.24 states if a student is continually sick and repeatedly absent from school, he or she must be under the supervision of a physician in order to receive an excuse from attendance. Such excuse provides that a student’s condition justifies absence from more than the number of days permitted by the district school board. The **Physician’s Certification Form** must be picked up from the school principal.

Tardiness

Students are expected to be in class on time and remain in class until the end of the class period. Students who arrive to class 10 minutes late or leave class 10 minutes early will be issued a Late Absence for that period. The school principal will determine if the Late Absence is excused or unexcused. Three unexcused Late Absences in a grading period will be considered an unexcused absence for that period. Incentives for good attendance are encouraged, but will be at the direction of the individual school principals.

Students with a continued pattern of absence will be referred to Truancy Court.

| EXCUSED ABSENCE | REQUIRED ACTION |
|--|---|
| Any 3 absences | Parent note for days absent |
| Therapy from licensed health care professional for the treat of autism spectrum disorder | Note from licensed health care practitioner of behavior analyst |
| Personal illness after any 4 absences. | Note from doctor, dentist, or school health nurse/aide |
| Family death/illness | Parent note for days absent |
| Chronic/long-term illness | Medical documentation Physicians’ Certification Form |
| Parent trips | Pre-approved by principal |
| Educational trips | Pre-approved by principal |
| School-sponsored activity | Pre-arranged with administration (student marked “present”) |

| | |
|---|---|
| Judicial action | Copy of subpoena or summons Notice of juvenile detention |
| Military dependents visits in time of combat duty | Approved by principal |
| Religious holidays | Prior written notice to principal or teacher |

Tardies to School/Class: Students in grades 6 – 12 that are tardy during a 9 week grading period will have the following consequences:

- 1st offense-Warning
- 2nd offense-Call home
- 3rd offense- Parent contact and two days lunch detention
- 4th offense – Administrative conference, parent contact and three days lunch detention
- 5th offense- One day ISS
- 6th offense- Additional day for each extra offense

Elementary students that are tardy during a 9 week grading period will have the following consequences:

- 1st offense-Warning
- 2nd offense-Notification sent home
- 3rd offense-Notify parents
- 4th offense-Truancy meeting

School Responsibility and Authority Related to Truancy

If a student has had at least five (5) unexcused absences, or absences for which the reason is unknown, within a calendar month or ten (10) unexcused absences, or absences for which the reason is unknown, within a 90 calendar day period, the student’s primary teacher shall report to the school principal/designee that the student may be exhibiting a pattern of non-attendance.

The principal shall, unless there is clear evidence that the absences are not a pattern of nonattendance, refer the case to the school’s child study team to determine if early patterns of truancy are developing.

If the child study team finds that a pattern of nonattendance is developing, whether the absences are excused or not, a meeting with the parent must be scheduled to identify potential remedies.

After fifteen (15) unexcused absences accumulate within any ninety (90) calendar days, the District will determine the appropriate steps for the enforcement of the Florida Compulsory Attendance Statute, **Florida Statute 1003.21.**

Suspension Policies

In-School Suspension (ISS): Students who receive In-School Suspension will be allowed to complete their assignments while they are in the ISS program. Students will not be allowed to return to school unless the ISS program is completed. Students in the ISS program will be allowed to participate in athletic practices and meetings according to the policies developed by the District Athletic Committee. Students must adhere to the policies set forth in each club regarding suspensions.

Out-of-Suspension (OSS): Students who receive Out of School Suspension will be allowed to make up their work. Class work missed as a result of OSS must be requested by and picked up by the parents. The work is due upon returning to school from the suspension. Each student shall receive full credit for such work. Students who receive OSS while attending ISS are not eligible to make-up work.

Grading Policies

Florida Statewide Grading Scale S.232.2463, F.S., effective 7/1/01:

| Grade | Percent | GPA | Definition |
|-------|---------|-----|----------------------------|
| A | 90-100 | 4.0 | Outstanding Progress |
| B | 80-89 | 3 | Above Average Progress |
| C | 70-79 | 2 | Average Progress |
| D | 60-69 | 1 | Lowest Acceptable Progress |
| F | 0-59 | 0 | Failure |

Honor Graduates

Honor graduates will be determined using a weighted GPA. The GPA is an average of all grades from the 9th grade through 12th grade. The GPA will be determined following the posting of dual enrollment grades. Grades will be weighted on a 5.0 scale for the honors, AP, and dual enrollment courses. An "A" in an honors class will count 5.0 points, a "B" 4.0 points, etc. Non-honors classes will be counted on a 4.0 scale. Students with a weighted GPA of 3.5 or higher will graduate with honors.

Valedictorian and Salutatorian

The graduate with highest GPA will be the valedictorian and the second highest GPA will be the salutatorian. Courses used to determine the GPA for salutatorian/valedictorian will be the same courses used for Bright Futures Academic determination, which are as follows:

- 4-Language Arts
 - ELA I, II, III, IV; ELA Honors, AP ELA
 - ENC 1101, ENC 1102
 - AP ELA I, II, III, IV
 - ENC 1101 or
 - ENC 1102
- 4-Mathematics Credits
 - Algebra 1, Algebra 1 Honors, or AP Algebra 1 (required)
 - Geometry, Geometry Honors, AP Geometry (required)
 - Dual Enrollment Courses
- 3-Science Credits
 - Biology 1, Biology 1 Honors, or AP Biology (required)
 - 2 Science credits which may include dual enrollment courses
 - 2 Science credits must have a laboratory component
 - 2 Science credits must be equally rigorous
- 3-Social Science Credits
 - World History, World History Honors, AP World History, or Dual Enrollment World History
 - US History, US History Honors, AP US History, Dual Enrollment US History
 - ½ credit-US Government, US Government Honors, AP US Government, or Dual Enrollment US Government
 - ½ credit- Economics with Financial Literacy, Economics with Financial Literacy Honors, AP Economics with Financial Literacy, or Dual Enrollment Economics with Financial Literacy
- 2-World Language (*sequential, in same language*)

To be eligible for designation as Valedictorian or Salutatorian of Altha Public School, a student must:

- Be enrolled at Altha Public School by September 1 of their Senior year and complete their Senior year at APS and
- Have completed a full year (4 nine weeks) at Altha Public School during their ninth, tenth, or eleventh grade year.

In the event of a tie, Calhoun County School District shall apply the following criteria in the following order:

1. The product of each student's weighted GPA on the 16 core courses and best combined SAT (excluding the writing section or equivalent ACT (excluding the writing section) score at a single administration of the test;
2. The product of each student's weighted GPA on the 16 core courses and combined SAT (excluding the writing section) or equivalent ACT (excluding the writing section) score at the earliest single administration of the test;
3. The higher of the total number of academic high school credits earned.

Report Cards

Report cards will be issued after the close of the nine weeks grading period as directed by the district schedule. Due to using automated report cards, a new report card will be issued each nine weeks. If parents would like for the report card to be mailed home at the end of the school year, there will be a cost of \$1.00 to cover postage and envelopes. This should be paid to the homeroom teacher during the last week of the school year.

Perfect Attendance/Regular Attendance Awards for end of year

Students missing NO time during the regular school day will receive the Perfect Attendance Award.

Withdrawal Procedures

The procedure for withdrawal is as follows:

1. Authorization for withdrawal must be made in person by a parent or guardian.
2. Obtain appropriate form from the guidance office.
3. Have the form filled out by teachers, return all textbooks and library books, and make sure all fines and debts are paid.
4. Take the completed form to the guidance office for final clearance.

Student Schedules

Requests for class schedule changes will be coordinated through the guidance counselor. All requests must be approved by the teacher, guidance counselor, and administration. The first two weeks of each new semester is the time designated as drop/add for class changes.

Student Transfer Policy

The school board shall prohibit the transfer of a student from one school to another in Calhoun County except at the beginning of a school year or at the semester break unless the child actually moves or prior approval is given by the Superintendent and school board. There is a two day trial period at the beginning of the school year.

Homecoming Court Rules

Participation in Homecoming Court is a privilege...NOT a right.

1. All candidates must be officially classified as Seniors as of 8/10/2020 to represent the Senior class.
2. All Candidates must be in compliance with all student code of conduct rules.
3. All Candidates must have at least a 2.0 GPA.
4. There will be two rounds of voting with the final round determining winners.

Educational Choice Options 1003.3101

A parent may request his or her child be transferred to another classroom teacher by contacting the school's

principal by written notice or email. Parents do not have the right to choose a specific classroom teacher. The school principal must approve or deny the transfer within 2 weeks after receiving the request. If the request is denied, the school principal must notify the parent by certified mail and specify the reasons for denial.

Policy of Nondiscrimination

No person shall, on the basis of race, color, religion, gender, age, marital status, sexual orientation, disability, political or religious beliefs, national or ethnic origin, or genetic information, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity, or in any employment conditions or practice conducted by this School District, except as provided by law. The district also provides equal access to its facilities to the Boy

Scouts and other patriotic youth groups, as required by the Boy Scouts of American Equal Access Act.

Patriotic Program Rules 1003.44 F.S.

When the national anthem is played, students and all civilians shall stand at attention, men removing the headdress, except when such headdress is worn for religious purposes. The pledge of allegiance to the flag shall be rendered by students standing with the right hand over the heart. The pledge of allegiance to the flag shall be recited at the beginning of the day in each public elementary, middle, and high school in the state. Students have the right not to participate in reciting the pledge, including standing and placing the right hand over his or her heart. When the pledge is given, unexcused must show full respect to the flag by standing at attention, men removing the headdress, except when such headdress is worn for religious purposes. A parent may request his or her child be excused by contact the school's principal by written notice or email. Students who, because of religious or other deep personal conviction, do not participate in the salute and pledge of allegiance to the flag will stand or sit in silence.

Fidget Spinners

Beginning with the 2017-2018 school year, "Fidget Spinners" will not be allowed on campus. These items are potentially hazardous items which pose possible choking hazards for children. If students are found in possession of these items, the item will be confiscated and returned to the student at the end of the day.

Dress Code

Student dress and personal grooming are the responsibility of the student and parent. In the final analysis, the building administration has the responsibility to interpret that which negates a reasonable standard of conduct and appearance. For students in grades K-2, the principal will determine if the circumstances require implementation of these guidelines. Visible body piercings will be allowed only for students in grades 9 – 12. Hats or caps may be worn except inside buildings. Disciplinary action will be taken in accordance to district Code of Conduct. Please refer to the district Code of Conduct regarding specific details of the dress code.

Closed Campus

We operate a closed campus. Students must stay on the school grounds from the time they arrive, even if the first period has not yet started, until dismissal or until the bus picks them up. Any student leaving the school grounds must have parental permission to check out and sign out through the office. However, this does not constitute an excused absence. A note must be presented within 5 days to the data entry clerk to explaining the absence. Supervision for town students will begin at 7:15 A.M. and end at the end of the school day. Students should not be on campus before 7:15 A.M. nor remain after school unless by special permission of the principal or teacher. Permission to arrive early should be cleared with an administrator and then, any students arriving before 7:15 should report to the cafeteria.

Safety Precautions

The Calhoun County School District considers the safety of students and staff our number one priority. We want you to know that every precaution possible is being taken to make sure your child feels safe and secure during the school day.

Some of the precautions such as requiring photo identification for student sign out, limiting public access to some parts of the school, etc., may be a bit inconvenient. But these minor inconveniences are a small price to pay for the safety and security of students.

Parent Roles in School Safety

It is important to recognize that parents play a critical role in school safety. Parents can help children develop healthy emotional well being and build positive attitudes toward school safety.

- 1. Reassure children that they are safe.** Emphasize that schools are very safe. Let children talk about their feelings, help put them into perspective, and assist them in expressing these feelings appropriately.
- 2. Make time to talk.** Children and youth do not always talk about their feelings readily. Maintain open communication with your children. Parents are encouraged to talk with administrators and staff about their children's problems and budding disputes within the student body. This will go a long way toward defusing tensions within the school.
- 3. Review safety procedures.** This should include procedures and safeguards at school and home. Help children identify at least one trusted adult at school to whom they talk with if they feel threatened or at risk.
- 4. Encourage reporting.** Students have an obligation to themselves and to their classmates to bring information about dangerous situations to adults at the school so that there can be a quick and appropriate response to protect their safety. (The safety and well-being of friends and classmates are more important than the issue of tattling or "narcing.") "See Something, Say Something, Do Something!"
- 5. Use of social media responsibly.** Parents and students can help make schools safer by not passing along rumors to neighbors or friends. Instead, report the rumors to a school administrator who will then investigate and share the information with the law enforcement, if necessary. Please refrain from posting perceived campus safety issues or shortcomings on social media. This activity has the potential to place our children and staff at unnecessary risks.
- 6. Update FOCUS.** Keep contact information current so that mass communications can be received when applicable. **Notify the school EVERYTIME contact information changes.**

Safety Drills






The schools conduct safety drills throughout the year. As in the past, drills will include fire drills, tornado drills, bus evacuation drills, campus evacuation drills, and lockdown drills. In addition, due to a law passed by the Florida Legislature in March of 2018, students will participate in active threat drills. All of these drills are designed to help students practice how to stay safe in the event of an emergency.

When drills are being conducted, the school staff will be involved in the drill and will be unable to conduct normal school business. Parents and visitors will not be allowed to access the campus until the drill is completed.

AlerT

Staff and students practice AlerT active threat protocols. Parents are encouraged to review the AlerT protocol and to have discussions with their children about AlerT and other safety drills that will take place during the year.

AlerT ACTIVE SHOOTER PROCEDURES

| | |
|--|--|
|  AlerT <small>BeAlerT.com</small> |  |
| Active Shooter Defense | |
| A | Assess: Orient to your response option based upon: <ul style="list-style-type: none">• Your level of contact with the threat; and• Your location Determine your best response: which may include: |
| I | lockdown: Secure your location or area when you: <ul style="list-style-type: none">• Have indirect contact with the threat <i>AND</i>• Can secure your location <i>OR</i>• Exit leads to danger  |
| e | evade: Run, evacuate, and/or avoid the threat when you: <ul style="list-style-type: none">• Have direct contact with the attacker <i>OR</i>• Cannot secure your location <i>OR</i>• Have a clear path of escape  |
| r | resist: As a last resort, resist when: <ul style="list-style-type: none">• Have direct contact with the attacker <i>AND</i>• Cannot evade or escape <i>AND</i>• Fear for loss of life or serious injury  |
| T | Tell: As you are able, alert others and call 9-1-1 |

Student/Parent Reunification

Circumstances may occur at the school that requires parents to pick up their students in a formalized, controlled release. The process of controlled release is called a reunification and may be necessary due to weather, a power outage, hazmat situation or if a crisis occurs at the school.

In most small emergency events students are evacuated out of their classrooms to a central location away from the affected classroom building. After the emergency has been corrected, the students are released back into the classrooms and our normal school day resumes. This procedure works very well for the short duration/minor emergencies.

However, in a larger or more significant event, there may be a need to evacuate students to an off-site location that is a safer area further away from the dangerous or hazardous incident.

The reunification of students with parents or guardians following a crisis event is of critical importance. These procedures help to ensure that all students are accounted for and establish a sense of safety and security.

The Reunification Process

Notification

Parents may be notified in a number of ways. The school or district will use its broadcast phone or text message system. Information will be posted to the Calhoun County District Schools Facebook page and will be updated as necessary. Local media outlets (WYBT-AM and FM 98.1) will announce information. In some cases, students may be asked to send a text message to their parents. A reunification text message from a student may look something like this: *"The school has closed, please pick me up at 3:25 at the main entrance. Bring your ID."*

Parent/Guardian Expectations

If a parent or guardian is notified that a reunification is needed, there are some expectations that parents or guardians should be aware of. First, bring identification. That will streamline things during reunification. Second, be patient. Reunification is a process that protects both the safety of the student and provides for an accountable change of custody from the school to a recognized custodial parent or guardian.

What If a Parent Can't Pick-up Their Student?

When a parent can't immediately go to the reunification site, students will only be released to individuals previously identified as a student's emergency contact. Otherwise, the school will hold students until parents can pick up their student.

What If the Student Drove to School?

There may be instances where a student may not be allowed to remove a vehicle from the parking lot. In this case, parents are advised to recover the student. In some circumstances, high school students may be released on their own.

How It Works

For students, the school asks that students be orderly and quiet while waiting. Students may be asked to text a message to their parents or guardians. Students are also asked not to send other text messages either in or out of the school or reunification area. Keeping the cellular network usage at a minimum may be important during a reunification.

Reunification Cards

For parents, there are a couple of steps. If a parent is driving to the school, greater awareness of traffic and emergency vehicles is advised. Parents should park where indicated and not abandon vehicles. Parents are asked to go to the Reunification "Check In" area and form lines based on the first letter of their student's last name. While in line, parents are asked to fill out a reunification card. This card is perforated and will be separated during the process. Some of the same information is repeated on both the top and separated bottom of the card. Parents are asked to complete all parts of the card. In the case of multiple students being reunified, a separate card for each student needs to be completed.

Bring ID to Check In

During check in, identification and custody rights are confirmed. The card is separated and the bottom half given back to the parent. From the "Check In" area parents are directed to the "Reunification" area. There, a runner will take the bottom half of the card and take it to the Student Assembly Area to recover the student or students. Parents should be aware that in some cases, they may be invited into the building for further information.

Interviews and Counseling

In some cases, parents may be advised that a law enforcement investigation is underway and may be advised that interviews are necessary. In extreme cases, parents may be pulled aside for emergency or medical information.

The following are helpful reunification tips:

- A. Please understand the reunification process may take several hours to complete**
- B. DO NOT come to the school because you may impede emergency responders**
- C. DO NOT call the school because you will tie up the phones lines**
- D. Wait for notifications to be pushed out through the District or local news**
- E. Keep your mobile device with you to receive messages from the school**
- F. Please be patient**
- G. Parents/guardian will need a government photo ID to pick up their children**

Release of Student to Parents

After arriving on the school campus a student is under the jurisdiction of school personnel. Under no circumstances shall a student leave the campus before dismissal time unless the office has granted permission.

Students may be signed out by the parent/guardian or trusted adults listed as emergency contacts. Photo Identification or a driver's license will be required if the parent/guardian or trusted adult is unknown to the school office staff.

Students must be physically signed out in the school office.

Written permission from the parent and photo identification is required for a person not listed on the emergency contact list to sign out a student. The parent will be contacted to verify permission before the student is released.

Only a custodial parent/guardian or those listed as an emergency contact may sign a student out of school unless the checkout is an emergency situation with approval of the administration.

If a student is to check out of school, he/she should bring a note to the attendance office upon arrival to school so that verification can be made before the checkout.

For middle and high school students, notes alone will not be accepted for a student to leave campus during the day; parents/guardians must call the school.

Parents are discouraged from checking out their student by telephone unless it is an emergency.

Leaving School During the School Day

After approval has been granted, the student must sign out, giving his/her whole name, destination, and the time. If the student returns to the school that day, he/she must also sign in, noting the time of the return.

Between 11:00 a.m. and 1:00 p.m., students in grade 6 –11 may not sign out without administrative approval unless the parent/guardian comes into the office and signs the student out.

Visitor Identification

To enter a campus facility, visitors must obtain a badge. Identification will be checked by the electronic visitor management system to ensure the visitor is an authorized individual having a need to be on campus. The badge must be worn at all times and returned to the office upon leaving the campus. The badge must be worn at all times and returned to the office upon leaving the campus.

NO STUDENT VISITORS ARE ALLOWED DURING THE SCHOOL DAY.

School Related Deliveries

Parents may bring school materials and/or supplies (class projects, musical instruments, gym clothes, etc.) to the school office for delivery to their child/children.

Food Deliveries

No outside food deliveries to schools will be accepted. Students will not be called out of class to pick up food from the office. They will be able to pick food up at their designated lunch time. Parents may deliver food to their child/children only. Such food items should be delivered to the school office.

Balloons and Floral Arrangements

Balloons will not be accepted from florists or parents for delivery to students at school due to safety hazards on busses and other vehicles. Floral arrangements must be in a non-breakable container to be allowed on buses.

DISCIPLINE FOR SAFETY VIOLATIONS

Unsafe behaviors often have unforeseen consequences and cause injuries to other students. Unsafe behaviors and/or safety violations may result in disciplinary actions for the student.

Divorced and Separated Couples

The school is required by law to prevent an estranged parent from picking up their child if there is a court order that specifically states that the parent may not have the child. A court decree of divorce awarding primary residence is NOT enough to keep the other parent from checking out your child.

Textbooks

Textbooks are furnished by the county and are issued at the beginning of each year. Students who lose or damage a book while it is checked out to them will be expected to pay for the book. Failure of a student to pay for lost or damaged instructional materials will result in suspension of the student from participation in extracurricular activities, as well as having a “hold” placed on end of the year report cards.

Lockers

Book lockers are located in the main high school building. They may be assigned during the first week of school. Lockers must be kept locked at all times. Lockers will not be assigned until the student brings a lock. Students are encouraged to keep their lockers in good condition. Do not share lockers with someone else. We ask that the lock combination be turned in to the office in the event a student is not here and we need to get their books, etc. Students will be assigned athletic lockers for P.E. classes. Any items left in lockers after the last day of the school year will be discarded or donated to charity. Damage to school lockers will be paid for by the student involved or his or parent/guardian.

The principal or designee may search a student’s locker or other areas if he has reasonable suspicion that a prohibited or illegally possessed substance or object is contained within the area. F.S. 232.256(3). If a student

is found to have in his or her possession, selling, changing, giving, or determined to have brought to school any controlled substance or dangerous weapon that is not allowed or an alcoholic beverage there shall be no alternative other than notifying the school resource officer.

Student Search Procedures

The principal/designee or any other instructional staff employee may temporarily detain and question a student when circumstances indicate that such student has committed, is committing, or is about to commit a violation of Florida Statutes or Board policies.

5. If, at any time, reasonable suspicion arises that a student is unlawfully concealing any stolen or illegal property, an alcoholic beverage or liquor, illegal drugs, or any weapon, a principal or instructional staff employee may temporarily detain such student without the use of physical force, and the principal/designee may search a detained student's locker for the purpose of disclosing the presence of items herein provided.
6. In the event that it is suspected that contraband is concealed upon the person of the student, the principal/designee shall request the voluntary surrender of the contraband. If the student refuses, the principal/designee may contact the student's parents/legal guardians and/or the appropriate law enforcement officials. If the student refuses or is belligerent or violent in refusing to be searched, the student should be detained and the appropriate law enforcement agency should be notified and requested to take appropriate action.
7. Items may be seized when a search of students or their lockers reveals stolen or illegal property or items prohibited by Florida Statutes or Board policies. Action taken against the student shall be pursuant to Florida Statutes and Board policies.
8. In any school where student lockers are provided, the principal/designee shall place a sign in a prominent location for students to read that contains the following information:

Notice to Students

School authorities may search student lockers or other areas when reasonable suspicion that prohibited or illegally possess substance or object is contained within the area pursuant to Florida Statutes.

9. Student vehicles permitted on campus are also subject to search when there is reason to believe they contain contraband.
10. These provisions also apply to official school trips.

Care of Personal Property

Personal property is your responsibility. Large sums of money, expensive pens, watches, jewelry, cell phones, MP3 players, CD players, and cameras should be left at home. If you do lose an article, check to see if it has been turned into the office. If it is necessary for you to bring a large sum of money or expensive item to school, you are encouraged to bring it to the office and we can provide safekeeping of the item for the day. All students are advised to store their valuables in gym lockers for safe keeping during their gym class.

Student Driving

Students driving cars or motorbikes to school must, upon arrival, park their cars or bikes in the designated areas. Student parking will be located on the north and south of the campus, with the exception of students that come and go throughout the day. For example, students attending classes at Chipola during the day, home school students, DCT students, etc. would be included. Students that are not full time students on campus, may park across the street in front of the administration building and by the baseball field. This will allow them to sign in/out more efficiently and safely. All school policies and law enforcement regulations are to be respected including speed limits (5 MPH) on campus, proof of insurance, and driver license laws. If not, then the student will forfeit his/her right to drive his car on school property. Parking facilities at Altha Public School are a privilege and convenience. **Students will not sit or visit in their vehicles during the school day except for**

emergencies or at the discretion or authorization of the principal or a teacher. For your protection, keep all vehicles locked.

Senior Privileges

Seniors are allowed to leave campus for lunch. Upon returning a staff person will be stationed at the double doors in the north corridor of building 500 at the end of the lunch period to allow entrance for these students. No students should open outside doors for anyone, including students and visitors. This is to ensure the welfare and safety of our students. If a student is walking to a nearby business or home, they may enter through the cafeteria, only if it is opened by someone on staff. No food or drink may be brought back for other students. No food is to be brought back for underclassmen. Abuse of the privilege will result in its being revoked. All beverages brought to school must be in the original container.

Lunches, Snacks, and Beverages

All students who bring their lunch to school will eat in the lunchroom or designated outside area. All students in grades 6-11 must remain on campus at lunch. Students will not be allowed to sign out between 11:00 a.m. and 1:00 p.m. unless a parent/guardian comes to the school to sign them out. All beverages brought to school must be in the original container. Only water is allowed in the classroom and it must be in the original container.

Gym

The gym, gym annex and weight room are off limits at all times except for P.E. classes and authorized, supervised uses. Do not walk on the gym floor with street shoes.

Medication

School personnel will not provide pupils with any medication whatsoever. If a student must take medication from home, then he/she must bring the medication to the office with a letter from the parent or guardian requesting authorized personnel to assist in the administration of such drugs. These medicines must comply as follows:

1. Any medication given by the principal or authorized person must be a prescription drug.
2. The medicine must be in its original container as prescribed and will be kept in a locked cabinet.
3. The label must be on the container showing the doctor who prescribed the medication, what the medication is and instructions regarding dosage.
4. A log will be maintained in the clinic of all medication administered by authorized school personnel.

Accidents

There is a possibility that you may hurt yourself during the school day. If an accident should occur, you must do the following:

1. Report all accidents to the teacher who will in turn report to the principal.
2. Report any injuries to the person in charge or to the principal. If medical attention is needed, parents will be notified immediately.

Insurance

The Calhoun County School Board provides supplemental insurance for all students while they are in school and participating in school related activities only.

Prom

1. The prom will be closed. Spectators will not be allowed to attend the prom—this includes parents.
2. Only students in 11th and 12th grade HOMEROOMS are allowed to attend and to invite one other guest to the prom.

3. No other students are eligible to attend unless invited by 11th or 12th graders.
4. Guest must arrive and enter the prom together.
5. Prom invitations are not transferable.
6. Invited guest **MUST** be in at least the ninth grade and not over the age of 20. Only invited guests and those asked to serve will attend.
7. Prom guests must show their invitation at the door.
8. Guests will not be allowed to re-enter the prom after leaving.
9. A student on out-of-school suspension will not be allowed to attend the prom.
10. CARE students will not be allowed to attend the prom either as a member of the Junior or Senior class, or as an invited guest of another Junior or Senior.
11. Appropriate dress is required, or you will not be allowed to enter. This will be left to the discretion of the principal and/or sponsors.

Office Telephones

The office telephone is for school business and students may use it only in cases of emergency with the permission of the office staff. If you need to speak with a parent, please ask for permission before risking the chance of being caught with your cell phone. Cell phones are only allowed at designated times of the school day depending on grade level.

Cell Phones and Other Electronic Devices

Once the first bell rings, students in grades K-8, must have cell phones and other electronic devices turned off and stored in their backpack, purse, or locker. The use of cell phones and other electronic devices is not allowed during the school day or anywhere on the school campus at any time unless the classroom teacher or administrator allows the use of the devices for a particular lesson or activity. Students who violate the district policy shall be deemed to have created a disruption to the instructional environment and are subject to disciplinary action. Individual schools may impose more stringent rules with School Board approval. For students in grades 9-12, cell phones and electronic devices can only be used before school, at break, during lunch, after school and while being transported on district vehicles. However, cell phones cannot be visible or utilized, nor can they be visible without teacher's permission; this includes restroom visits or the library during class time. All cell phones and other electronic devices shall be turned completely off and kept out of sight unless prior approval is given by the teacher and/or administrator. Students who violate the district policy shall be deemed to have created a disruption to the instructional environment and are subject to disciplinary action.

1. Students shall be personally and solely responsible for the security and their cell phones and electronic devices. The school and the Calhoun County School District shall not assume responsibility for the theft, loss, or damage of a device, or unauthorized calls made on a cell phone.
2. Students may not have cell phones and personal electronic devices in their possession during testing, including state testing, as it may invalidate test results.
3. Emergency calls to students should be made through the school office.
4. Any disruptive, harassing or other inappropriate use of a cell phones and electronic device in violation of this policy or school rules, shall be cause for disciplinary action. Inappropriate use includes, but is not limited to:
 - a. texting, phoning or web browsing during prohibited times;
 - b. taping conversations, music or other audio at any time;
 - c. photography or ideography of any kind at any time;

- d. sexting;
- e. any activity that could in any manner infringe upon the rights of other individuals, including but not limited to students, teachers, and other staff members.

5. The school administration reserves the right to confiscate cell phones and electronic devices if there is reasonable suspicion that the student was using the device in violation of school policy or law.

Earbud Policy

Students and staff are prohibited from wearing any type of headphones or earbuds that prevent them from hearing emergency warnings and instructions. If earbuds use is authorized by the principal or teacher, both earbuds shall not be worn at the same time.

Consequences for Violation of Cell Phones and Other Electronic Devices Usage

| | | |
|-------------------------|---|---|
| 1 st Offense | Warning | Student May Pick up the Confiscated Device at the End of the Day |
| 2 nd Offense | Contract Signed | Parent/Guardian Must Pick up the Confiscated Device |
| 3 rd Offense | Grades 6-12---up to 3 days ISS Grades K-5---Principal determined age appropriate discipline | Parent/Guardian Must Pick up the Confiscated Device. |
| 4 th Offense | Grades 6-12---up to 5 days ISS Grades K-5---Principal determined age appropriate discipline | Parent/Guardian Must Pick up the Confiscated Device. Loss of Cell Phone Privileges While at School. |
| 5 th Offense | Grades 6-12 ---The option of a CARE placement pending administrative review. Grades K-5 --Principal determined age appropriate discipline. | Parent/Guardian Must Pick up the Confiscated Device. Loss of Cell Phone Privileges While at School. |

Specific Grounds for Disciplinary Action

Since misconduct of any degree or frequency is undesirable and not conducive to a positive learning environment for all, students should understand that certain consequences are applicable to their behavior. Because some behaviors are more serious and disruptive than others, the frequency, nature, and degree of the misconduct will determine the specific disciplinary action that will be taken.

Any student who commits a serious breach of conduct, or who is a chronic discipline problem, as determined by the principal, may be referred for screening for possible placement in CARE, the district's discipline-based alternative education program.

In-school-suspension is a temporary removal of a student from his/her regular school program to the CARE program for a designated period of time. Students assigned to ISS are not given the option of out-of-school suspension and may not return to school without the completion of their ISS punishment. Any student who is assigned out-of-school suspension or expulsion from the Calhoun County School System shall not be allowed to attend or participate in a school-sponsored activity or function, nor be allowed on school property during the duration of the suspension or expulsion.

Missed work shall be made up for all absences, including suspension, except when out-of-school suspension results from in-school-suspension. It is the student's and/or parent's responsibility to request and pick up assignments during the suspension period. Work is due upon return to school after the suspension. Each student shall receive full credit for such work.

It is understood that, in dealing with the following violations of the conduct code, the principal and his/her designee shall hear the student's explanation, and consult further with the teacher, if necessary, before determining the disciplinary action. Due process procedures are adhered to in all investigations of a discipline problem. Following is a non-exhaustive list of behaviors for which disciplinary action of some type will be taken.

1. Absences
2. Abusive language
3. Assault and battery; obscene language
4. Cheating and lying
5. Cutting class
6. Damage to school plant and grounds
7. Damage to personal property of students and staff members
8. Defiance
9. Disrespect for the teacher
10. Disruption of class or school activities
11. Distribution of unauthorized materials and other items
12. Failure to follow bus rules for safety and order
13. Failure to follow instructions
14. Fighting
15. Intimidation, bullying or threats of violence
16. Libelous statements
17. Loss or damage of school materials
18. Physical or verbal abuse on students or staff members
19. Possession and/or use of any tobacco product
20. Possession/use of unauthorized substances, including alcohol
21. Profanity
22. Stealing
23. Tardiness
24. Teasing and horseplay
25. Unauthorized assembly
26. Use of or possession of weapons
27. Use of ANY electronic devices during the school day without the Principal's permission. Devices may include, but not be limited to: smart phones, tablets, laptop computers, photo cameras, video cameras or audio recording or playing devices
28. Vandalism
29. Visible or audible display and/or use of an electronic communication device during the school day without the Principal's permission

Fire Drill

The signal is a continuous blast of horns from the fire alarm system. Students and teachers shall close all windows and doors as they move toward the designated exit. Do not run, but walk swiftly. Once outside, students should move to at least 100 feet from the building. Students should return to the building when directed to do so.

Tornado Outline and Procedures

The following information will assist the faculty and student body since a tornado drill will be established and areas of the campus selected as shelters during a tornado.

The tornado signal shall be one continuous blast of the bell.

Periodic severe weather drills shall be held to ensure that staff and students will all respond properly when an actual tornado or severe thunderstorm approaches the facility.

The following areas should be selected for refuge during a tornado drill and/or during an actual tornado:

1. Select North and East areas of the building and North and East sides of vertical walls.
2. Areas with the shortest roof and ceiling spans. (Halls, restrooms, small rooms)
3. Avoid areas with glass and/or glass windows and doors.
4. Avoid areas directly adjacent to interior doors.
5. Keep away from areas that can be expected to create wind tunnels.
6. Distribute the specified locations throughout the building(s)

Specified areas that are used for tornado shelter can be marked and/or color-coded.

Assemblies

At all times, the student's behavior should be refined and courteous. Whether guests are present or not each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct would include whistling, uncalled-for-clapping, boisterousness, and talking during a program.

1. Movement to and from assemblies should be in an orderly fashion with no running or pushing. Late arrivals should enter in such manner as not to disrupt the assembly in progress.
2. Students should go quietly and quickly to the assembly and sit in assigned areas.
3. Assembly programs are for education as well as entertainment and should be received as such. An indication of the cultural level of the school is the conduct of its student body at assemblies.
4. Student rallies and demonstrations in support of athletic events and school spirit are encouraged; however, any other demonstration will be dealt with as a serious disciplinary matter.

School Trips

Students must have the proper form signed by the parent or guardian and classroom teachers before making a school trip. This form must be filed in the office. Student behavior on school trips is expected to be the same as in the classroom. Students with more than two major discipline referrals within a Grading Period will result in loss of field trip privileges for that Grading Period. Any student receiving five or more office referrals within the school year will lose their privileges of going on any further field trips for the remainder of the school year unless special permission is granted by administration. Students' dress and behavior should be such that it creates a favorable impression of the school and community. Make-up work for school trips of 2 or more days may be done either before or after the trip is taken; however, it must be completed within five (5) days after the trip is made or the student will receive a zero for the work missed and a report will be made to the sponsor.

Middle School (6-8) County Wide Track Meet Requirements

1. A 2.0 GPA for the school year
2. No "U" in conduct for the year. No more than (1) N in conduct for the 3rd nine weeks.
3. Not to be 16 years of age or older the day of the track meet.
4. No more than 3 days suspension during the 2nd semester.

Eligibility Student Athletes- Grades 6-12

A. Middle School (Grades 6-8)

Students entering the 6th grade for the first time must be regularly promoted from the fifth grade to be eligible during the fall semester. To be eligible during the spring semester and each semester thereafter, all middle school students must maintain a grade point average of 2.0 or higher for courses he/she takes the previous semester.

B. High School (Grades 9-12)

Students entering the ninth grade for the first time must be regularly promoted from the eighth grade to be eligible during the fall semester of the ninth grade. To be eligible during the spring semester of the ninth grade, a student must have maintained a cumulative grade point average of 2.0 or higher during the fall semester OR have signed an academic agreement with his/her school at the beginning of the spring semester with the goal of achieving a 2.0 cumulative grade point average by the end of the year. The agreement will state the student's commitment to conscientiously engage in remedial activities as prescribed by the school's administration for the semester. Students entering the tenth grade for the first time and for each semester thereafter must have maintained a cumulative grade point average of 2.0 or higher the previous semester to be eligible. Cumulative grade point average means the grade point average for all semesters in high school, not just for work completed the previous semester. Therefore, it will be possible in future years for a student to earn a 3.0 grade point average for a semester's work, but remain ineligible for the following semester because his/her cumulative grade point average remains below 2.0.

C. Middle School/High School (Grades 6-12)

1. After a grade has been recorded on an eligibility list the grade cannot be changed unless the teacher does it of his own volition.
2. A student will attend a minimum of four periods before practicing or participating in any extra-curricular or co-curricular activities for that day. (This rule will not apply to those students participating in school related activities during the day.) If the activity falls on a weekend or is held away from school during school hours, the student must have been in attendance for at least 4 periods on the previous day.
3. Students who represent school organizations on trips must have prior approval of the faculty sponsor and the principal at which time they will obtain their assignments. They are responsible for turning in assignments upon returning to the classroom.

D. A student must maintain acceptable conduct (no grade unsatisfactory) and, if a student is convicted of or is found to have committed, a felony or a delinquent act which would have been a felony if committed by an adult, regardless of whether adjudication is withheld, the students' participation in interscholastic extra curricular activities is contingent upon established and published school board policy. (Refer to **Student Code of Conduct and Discipline**, section VI, B(b). If a student quits a sport after the first game of the season, the student will not be eligible to participate in any other sport, until the season of the sport they quit has ended. (This includes practices).

Students who have debts will not be allowed to participate in any extra curricular activities, (practices, games, meetings, assemblies, etc.) until these debts are paid.

Parties, Picnics, Dances, etc.

School functions, if at all possible, should not be held on nights preceding a school day. **NO SCHOOL SPONSORED AFFAIR WILL PERMIT SWIMMING OR BE HELD AT A PLACE WHERE SWIMMING FACILITIES ARE AVAILABLE**, except by the approval of the school board. There will be no class or homeroom parties during school, including birthday and surprise parties.

1. People who go to school functions such as basketball games, school dances or other functions are to remain inside the gym or other pertinent building until the function is over. The principal or other designated person

shall have the discretion of determining any emergency case and should allow such cases to leave and re-enter without paying additional money. This is to try to prevent loitering on the school campus, sitting in cars, and in some cases, consuming alcoholic beverages.

2. Any person who leaves a school function is expected to leave the campus promptly. This eliminates excessive loitering.

3. People who are not attending school functions should not loiter on the campus.

4. The Prom is a closed function. Only invited guests and those asked to serve will attend. Students may invite one guest and they will arrive together. The minimum grade to attend is 9th grade. Guests over the age of 20 will not be allowed.

School Bus Safety

Students have the privilege of utilizing the transportation services of this school district. A student who fails to maintain appropriate conduct while on the bus, at the bus stop, or walking to or from the bus stop may be suspended from riding the bus or may be subject to other necessary action.

Bus Rules of Conduct

Students shall obey the following rules:

1. Be on time and stand off the roadway while waiting for the bus. Students are expected to adhere to bus rules on conduct at all designed bus stops.
2. When crossing the roadway, be sure that the road is clear of traffic in both directions. Students shall cross the roadway ten (10) feet in front of the bus so that the driver can observe the student at all times.
3. Follow all directions given by the driver.
4. Remain in the bus seat at all times until departure at an assigned stop. The bus driver may assign seats when necessary to maintain order.
5. Use ordinary quiet conversation and classroom conduct. While the bus is stopped for railroad crossings, students should remain silent.
6. Do not talk to or distract the driver while the bus is in operation.
7. Refrain from foul language or racial slurs.
8. Keep hands, feet, arms and head to yourself and inside the bus at all times.
9. Do not throw paper or other rubbish on the floor or otherwise litter, mark, deface, or damage any part of the bus.
10. Do not throw any objects from the bus.
11. Do not tamper with the emergency exit.
12. Gum chewing, eating, drinking, and/or smoking are prohibited on the school bus.
13. Balloons, any sharp instrument, weapon on any type, glass containers, animals or pets, large band instruments, skateboards, or other potentially hazardous objects are prohibited on the school bus. The only approved exception is band instruments that can be placed under the bus seat.
14. Keep small objects such as balls, books, or toys that are loose off the floor. These could get underfoot and cause passengers to trip or fall. Sports equipment must be placed in an equipment bag at all times. Equipment bags must be stored under the bus seat.

Video cameras and audio devices have been installed on district buses. Students may be filmed and videotapes may be used to determine violations of the Code of Conduct and Discipline. Only authorized school Personnel may view a video/audio recording when the need arises due to the protection of other students' privacy.

Due to safety hazards in buses and vehicles, glass containers or balloons WILL NOT be accepted for delivery to students at school.

BUS DISCIPLINE

| Referral | Consequence |
|-----------------------------------|---|
| 1 st | The bus driver will have a conference with the student's parent/guardian and/or school the administrator and will provide written documentation of the meeting. |
| 2 nd | The school administrator shall suspend the student from the bus for a period of 3 to 5 days. |
| 3 rd & 4 th | The school administrator shall suspend the student from the bus for a period of 5 to 10 days. |
| 5 th | The school administrator shall recommend bus expulsion. |

School administrators are not required to follow these discipline steps, if in their opinion; the misbehavior is severe enough to bypass the steps. Acts of violence and acts that endanger the safety of others warrant the bypassing of the steps and may result in criminal penalties being imposed.

School administrators have the discretion to repeat 1st and 2nd referral steps with students due to their age and/or level of understanding.

Substances and Articles Prohibited at School

Narcotics, beverages containing alcohol, or drugs: A student shall not possess, sell, use, transmit or be under the influence of any narcotic drug, amphetamine, barbiturate, marijuana, or any controlled substance as referenced in Florida Statutes 232.26 or beverage containing alcohol or intoxicants of any kind. This includes the use of the same on campus and while attending school functions off campus. This offense is grounds for suspension and expulsion as well as criminal prosecution as outlined in the Code of Conduct and Discipline for the Calhoun County School District. Controlled substances (in any form) will not be allowed on the school campus during school hours, at athletic and social events or at any field trip supervised by school personnel. Problems arise each year because students have articles that are hazardous to the safety of others, or interfere, in some way with school procedures. Such items include toys, lighters, water pistols, knives, radios, tape recorders, video games, electronic pagers, laser lights, water balloons, fireworks, and pornographic materials. They will be taken from the student and held until parents can pick them up from the principal's office. Discipline procedures as outlined in the Code of Conduct will be complied with.

THE ILLEGAL USE, POSSESSION, DISTRIBUTION, OR SALE OF ALCOHOL, DRUGS OR OTHER CONTROLLED SUBSTANCES, AS DEFINED IN CHAPTER 893, FLORIDA STATUTES, OR WEAPONS (GUNS, ETC.) BY ANY STUDENT WHILE SUCH STUDENT IS UPON SCHOOL PROPERTY OR IN ATTENDANCE AT A SCHOOL FUNCTION IS GROUNDS FOR SUSPENSION AND/OR RECOMMENDED EXPULSION BY THE SCHOOL BOARD.

SMOKING/SCHOOL PROPERTY - F.S. 386.212 It is unlawful for anyone to smoke tobacco in, on, or within 1,000 feet of an elementary, middle, or secondary school. This provision does not apply to persons in a moving vehicle or at a private residence. It authorizes law enforcement officers to issue citations to anyone violating the provisions of this act. Violations will constitute a civil infraction, punishable by a fine not to exceed \$25. In lieu of the fine, a violator may perform 50 hours of community service or successfully complete a school-approved anti-tobacco program, where available.

Consequences for Misconduct

Instruction should occur in an environment that is conducive to learning. Effective instruction requires good order and discipline which may be described as the absence of distractions, frictions, and disturbances which interfere with the effective functioning of the student, classes, and school. The following misconduct shall result in suspension for students in grades 6-12, but mitigating circumstances or behavior may increase the severity of the consequence. A principal may apply these consequences to students in grades Pre-K through 5, depending on the severity of the offense. (+ Must be reported on School Environmental Safety Incident Reporting System) **In-school suspension, out-**

of-school suspension and/or expulsion may be recommended at any time, at the discretion of the principal, depending on the severity of the incident.

1. **Insubordination/Defiance/Disrespect** -Any act of insubordination, defiance, or disrespect by a student toward a supervising adult or school board employee, on campus or at any school sponsored activity.
1st offense - Minimum of 3 days in ISS
2nd offense - Minimum of 5 days in ISS
3rd offense - 10 days of OSS and
 - recommended expulsion or
 - the option of CARE placement pending Administrative Review

2. **+Fighting/Altercation-** mutual combat, mutual altercation) when two or more persons mutually participate in use of force or physical violence that requires either physical restraint o, results in injury requiring first aid, or medical attention (does not include verbal confrontations, pushing, or minor confrontations).
1st offense - Minimum of 3 days in ISS
2nd offense - Minimum of 5 days in ISS

Note: Self Defense – a student has the right to protect self from unsought physical harm or injury. A valid claim of self defense requires the danger of imminent bodily harm in which the student was unable to decline or escape the conflict; the student did not say or do anything for the purpose of provoking another student; and the student used reasonable force and restraint in protecting him/herself. Retaliation is not self defense.

3. **+Threat -Any threat to cause physical harm to another person with or without the use of a weapon** that includes all of the following elements: 1) intent-an intention that the threat is heard or seen by the person who is the object of the threat; 2) fear-a reasonable fear of apprehension by the person who is the object of the threat that the threat could be carried out; and 3) capability-the ability of the offender to actually carry out the threat directly or by a weapon or other instrument that can easily be obtained.
1st offense – Minimum of 10 days OSS
 - and recommended expulsion or
 - the option of CARE placement pending Administrative Review

4. **Threat** -Any threat to cause physical harm with or without the use of a weapon that includes at least one of the following: intent, fear, and/or capability.
1st offense - Minimum of 5 days in ISS
2nd offense - 7 days of ISS and
 - recommended expulsion or
 - the option of CARE placement pending Administrative Review

5. **Disruptive Behavior** -The act of behaving inappropriately, which interferes or obstructs the mission or operation of the School District or the safety and welfare of other students or employees at school or at any school sponsored activity.
1st offense - Minimum of 3 days in ISS
2nd offense - Minimum of 5 days in ISS
3rd offense - 10 days of OSS and
 - recommended expulsion or
 - the option of CARE placement pending Administrative Review

6. Any student possessing a knife or other dangerous object shall be suspended as follows:
- A. 1st offense - Minimum of 3 days in-school suspension
 - B. 2nd offense - Minimum of 5 days in-school suspension
 - C. 3rd offense - 10 days out-of-school suspension and recommended expulsion
7. Sexual Misconduct- Any act of sexual misconduct, as determined by the principal, by a student, on campus or at any school sponsored activity.
- A. 1st offense- Minimum of 3 days in-school suspension
 - B. 2nd offense- Minimum of 5 days in-school suspension
 - C. 3rd offense- Minimum of 10 days out-of-school suspension and recommended expulsion or assignment to the Calhoun County Disciplinary Program.
7. Leaving Campus without Permission
- A. 1st Offense – Minimum of 3 days in ISS
 - B. 2nd Offense – Minimum of 5 days in ISS
 - C. 3rd Offense – Minimum of 10 days of OSS and
 - * recommended expulsion or
 - * the option of CARE placement pending Administrative Review

Note: Any student who is guilty of gross sexual misconduct, as determined by the principal, even if it is the first offense, shall be suspended out of school for 10 days. After the 10 day suspension, the student would be recommended for expulsion or for placement in the Calhoun County Disciplinary Program.

Bullying or Harassment

Bullying or Harassment- Bullying means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by a student or adult, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual’s school performance or participation; and may involve but is not limited to: unwanted teasing; social exclusion; threat; intimidation; stalking; physical violence; theft; sexual, religious, or racial harassment; public humiliation; or destruction of property. Harassment means any threatening, insulting or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student or school employee that (1) places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property; (2) has the effect of substantially interfering with a student’s educational performance, opportunities, or benefits; or (3) has the effect of substantially disrupting the orderly operation of a school. Bullying or harassment of students or K-12 employees through the use of data or computer software that is accessed through a computer, computer system, or computer network within the scope of a public K-12 educational institution, as well as bullying or harassment through the use of data or computer software that is accessed at a nonschool-related location, activity, function, or program or through the use of technology that is not owned, leased, or used by a school district or school, if the bullying substantially interferes with or limits the victim’s ability to participate in or benefit from the services , activities, or opportunities offered by a school or substantially disrupts the education process or orderly operation of a school. Cyberbullying means bullying through the use of technology or any electronic communication. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person, or the knowing impersonation of another person as the author of posted content or

messages, if the creation or impersonation creates any of the condition enumerated in the definition of bullying as defined in s.1006.47, F.S.Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by on or more persons. **F.S. 1003.47**

Any act which the principal determines to be bullying or harassment by a student, whether on campus or at any school sponsored activity.

1st offense - Minimum of 3 days in ISS

2nd offense - Minimum of 5 days in ISS

3rd offense - 10 days of OSS and recommended expulsion or the option of CARE

Fire Alarm

The intentional false activation of a fire alarm system will merit a ten-day out-of-school suspension with notification to law enforcement.

False Accusations

Any student found to have intentionally made false accusations that jeopardize the professional reputation, employment, or professional certification of a teacher or other member of the school staff including the School Resource Officer, according to the district school board code of student conduct may be recommended for expulsion or assignment to CARE.

Smoking and Nicotine Dispensing Devices on School Property – (Florida Statute 386.212, Florida Statute 877.112; School Board Policy 2.90)

The use and or possession of tobacco/tobacco-like products is prohibited on school property. Any student who violates this rule is subject to discipline as outlined in the Code of Conduct and Discipline for Calhoun County School District.

- A. 1st offense - Minimum of 3 days in-school suspension up to a maximum of 10 days, with a drug offense referral to the appropriate law enforcement agency.
- B. 2nd offense - Minimum of 5 days in-school suspension up to a maximum of 10 days, with a drug offense referral to the appropriate law enforcement agency.
- C. 3rd offense - Minimum of 7 days in-school suspension up to a maximum of 10 days, with a referral to the appropriate law enforcement agency.
- D. 4th offense - Minimum of 10 days out-of-school suspension, with referral to the appropriate law enforcement agency, and recommended expulsion.

Note: For an elementary student, the principal shall confer with student's parent(s) or legal guardian to determine if the circumstances require implementation of the guidelines contained in 8a, 8b, 8c, and 8d herein. Once, and only once, a student may opt to attend the tobacco education program: "Intervening with Teen Tobacco Users," as a substitute for suspension as prescribed in a, b, or c above. This program will be taught in the evening at the Calhoun County Health Department by Health Department personnel, and will consist of four 90 minute sessions.

Alcohol

The principal shall follow the guidelines below when an investigation and evidence indicate a student uses, under the influence, possesses, is selling, has sold or is otherwise distributing alcoholic beverages while on School Board property or in attendance at a school sponsored activity. Students who are accused of alcohol use with parent permission have the option to allow the School Resource Office administer a breathalyzer test while at school or have an alcohol test performed within 6 hours of the infraction at a State of Florida certified laboratory. The student will remain under suspension until the results are sent the District Office. The parent/student will assume all costs associated with the screening and verification process.

1st offense – Maximum of up to 5 days OSS with an alcohol offense referral to the appropriate law enforcement agency, and recommendation to the Care Program for a minimum of ninety school days; all rules and regulations of that program will be strictly adhered to.

2nd offense - Minimum of 10 days OSS with an alcohol offense referral to the appropriate law enforcement agency, and recommended for the Care Program for one calendar year.

- The principal shall follow recommended procedures for expulsion when reaching 20 days of suspension.

Note: For an elementary student, the principal shall confer with student's parents(s) or legal guardian to determine if the circumstances require implementation of the guidelines contained in 9a and 9b herein.

Expulsion may be recommended at any time, at the discretion of the principal, depending on the severity of the incident.

After 10 days of accumulated suspension, the Principal or his/her designee may recommend assignment of that student to the CARE Discipline Program as an alternative placement intervention prior to expulsion. During any assignment to the CARE Program, a student who accumulates five additional days of suspension may be recommended for expulsion, including when the assignment to CARE continues into the following school year. Prior to 10 days of accumulated suspension, students may be assigned to CARE for an extreme act(s) of misconduct, to complete an existing assignment from another district (state), or as a transition from a more restrictive environment. Students assigned to CARE must complete all requirements of the program before returning to the regular school.

Discipline for Drugs

The principal shall follow the guidelines below when an investigation and evidence indicate a student uses, is under the influence, possesses, is selling, has sold or is otherwise distributing drugs or any controlled or harmful substances while on School Board property or in attendance at a school sponsored activity. The Principal has the authority to use discretion in each case in which the student is caught in possession of or using over-the-counter drugs. For an elementary student, the principal shall confer with student's parent(s) or legal guardian to determine if the circumstances require implementation of this guideline.

Students who are accused of drug use have the option to have a drug test performed within 12 hours of the infraction at a State of Florida certified laboratory. The parent must request the Drug/Alcohol Screening form and indicate their intent to challenge the discipline referral. The student will remain under suspension until the results are sent the District Office. The parent/student will assume all costs associated with the screening and verification process.

1st offense - Five (5) days OSS with a drug offense referral to the appropriate law enforcement agency and recommended for the Care Program for one calendar year.

Workback Program. The Calhoun County School Board supports and enforces the zero tolerance policy for unlawful possession, use and distribution of illicit drugs, controlled substances of any kind, or is in possession of any drug paraphernalia. However, for a student's **FIRST** offense for possession and/or use of a controlled substance **and first time placement at the CARE Program**, the student and parent will be offered the **Workback Program**. The program is an alternate placement in the CARE Program in lieu of placement at the CARE Program for one calendar year. The terms of the alternative placement shall be as follows:

1. The student will be suspended for five (5) days and recommended for placement at the CARE Program for one calendar year.

2. Prior to the expiration of the five (5) day suspension, the student and parents must notify the school district, in writing, that the student chooses to participate in the **Workback Program** and agrees to placement in the CARE Program on the following terms and conditions:
 - a. CARE placement shall be for a minimum of **ninety (90)** school days and all rules and regulations of that program must be strictly adhered to;
 - b. The student shall submit to at least monthly drug testing by a Board approved facility for the duration of his/her placement in CARE. CARE reserves the right to randomly test any student at the school's discretion. **All drug testing shall be at the student's expense and shall be the student's responsibility to schedule monthly testing. The testing facility should provide the results to the principal of CARE. A student's first monthly drug test is due no later than 30 days after his or her first day at the CARE program.**
 - c. The student shall participate in a substance abuse program which shall be approved in advance by the CARE principal. Participation in the program shall be during non-school hours, at the student's expense and the student shall provide documentation of his/her completion of the program to the CARE principal.
If the student fails to take the drug tests as agreed, tests positive for controlled substances, fails to attend and complete the substance abuse counseling program, or fails to adhere to the rules.
 - d. and regulations of the CARE program, he or she shall be placed at the CARE program for one calendar year and shall not have the right to any further hearing before the Board.
3. This alternative placement shall only be available for a student's **first** offense for possession and/or use of a controlled substance. The principal may recommend that a student not participate in the Workback Program due to the circumstances of the expellable offense. Upon successful completion of the Workback Program, the student shall transition back to the regular school program.
4. Violations of zero tolerance policies are cumulative (not on a year to year basis) offenses in a student's educational career regardless of where the offense occurred. Second offenses are not eligible for the Workback Program.

2nd offense - Minimum of 10 days OSS with a drug offense referral to the appropriate law enforcement agency, and recommended for expulsion.

- The principal shall follow recommended procedures for expulsion.
- A student who is expelled may be readmitted to school when he/she has completed all recommended counseling, intervention programs, and community services as prescribed by the Superintendent and Board.

Firearms

Any student who is determined to have brought a firearm or weapon, as defined in chapter 790, to school, to any school function, or onto any school-sponsored transportation, or to have possessed a firearm at school, will be expelled, with or without continuing educational services, from the student's regular school for a period of not less than 1 full year and referred to mental health services identified by the school district pursuant to **F.S. 1012.584(4)** and the criminal justice or juvenile justice system.

"Firearm" means any weapon (including a starter gun) which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; any destructive device; or any machine gun. The term "firearm" does not include an antique firearm unless the antique firearm is used in the commission of a crime.

F.S. 790.001(6)

Simulating a Firearm (H.B. 7029)

Simulating a firearm or weapon while playing or wearing clothing or accessories that depict a firearm or weapon or express an opinion regarding a right guaranteed by the Second Amendment to the United

States Constitution is not grounds for disciplinary action or referral to the criminal justice or juvenile justice system under this section or s. 1006.13. Simulating a firearm or weapon while playing includes, but is not limited to: brandishing a partially consumed pastry or other food; item to simulate a firearm or weapon; possessing a toy firearm or weapon that is 2 inches or less in overall length; possessing a toy firearm or weapon made of plastic snap-together building blocks; using a finger or hand to simulate a firearm or weapon; vocalizing an imaginary firearm or weapon; drawing a picture, or possessing an image, of a firearm or weapon; using a pencil, pen, or other writing or drawing utensil to simulate a firearm or weapon.

However, a student may be subject to disciplinary action if simulating a firearm or weapon while playing substantially disrupts student learning, causes bodily harm to another person, or places another person in reasonable fear of bodily harm. The severity of consequences imposed upon a student, including referral to the criminal justice or juvenile justice system, must be proportionate to the severity of the infraction and consistent with district school board policies for similar infractions. If a student is disciplined for such conduct, the school principal or his or her designee must call the student's parent. Disciplinary action resulting from a student's clothing or accessories shall be determined pursuant to **F.S. 1006.07(2)(d)** unless the wearing of the clothing or accessory causes a substantial disruption to student learning, in which case the infraction may be addressed in a manner that is consistent with district school board policies for similar infractions.

Open Enrollment Plan

Calhoun County School District shall continue to offer controlled open enrollment in all of the five district schools. If parents wish for their child to change schools or attend a school out of their transportation district, then they can apply at the school of choice between April 1 and August 2 of the upcoming school year. You can see the *Calhoun County Schools Parent Guide and Checklist* for complete details.

No person shall, on the basis of race, color, religion, gender, age, marital status, sexual orientation, disability, political or religious beliefs, national or ethnic origin, or genetic information, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity, or in any employment conditions or practice conducted by this School District, except as provided by law. The district also provides equal access to its facilities to the Boy Scouts and other patriotic youth groups, as required by the Boy Scouts of American Equal Access Act.

